

# Core-CT Modernization

## Overview of Time Entry

# Timesheet Navigation

Navigation Reminder: Time entry options are accessed from the Time tile on the Employee Self Service homepage.

The screenshot displays the UConn Employee Self Service homepage. The header includes the UConn logo, navigation icons, a search bar, and user profile icons. The main content area features several tiles for different services. The 'Time' tile, located in the top-left position, is highlighted with a red border and contains an icon of a clock and a calendar. Other tiles include 'Payroll' (with a stack of money icon and 'Last Pay Date 09/06/2024'), 'Personal Details' (with a person icon), 'Benefit Details' (with a person and gear icon), 'Leave Management' (with a folder icon), 'Open Enrollment' (with a calendar icon and text: 'Starts now until 10/31/2024. You have already submitted your choices. You may re-elect. Your final enrollment must be submitted by 10/31/2024. To make a change, contact your Agent Benefits Specialist.'), and 'OPEB Start Date' (with the date '07/25/2013' and 'Date of first retiree health contribution').

# Enter Time

**Enter Time**  
10/04/24 - 10/17/24

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● Reported 0.00

● Scheduled 70.00

The screenshot shows the 'Enter Time' web application interface. At the top, there is a search bar and navigation icons. Below the header, the user's name 'Jane Payroll' and department information are displayed. The main area shows the date range 'October 4, 2024 - October 17, 2024' and a progress bar indicating 'Scheduled 70.00' and 'Reported 0.00'. A 'Submit' button is visible. Below this, there is a table with columns for 'Time Reporting Code', 'QuickFill', 'Override Reason Code', and 'Row Totals'. The table shows data for days 4 through 12, with '7 of 7' reported for most days. At the bottom, there is a row of input fields for time reporting, including a 'REG' dropdown, a search bar, and several numeric input fields with '+' and '-' buttons.

Enter Time is recommended for those completing their timesheet on a desktop or laptop. This option most closely resembles the current timesheet.

**Enter Time is not supported on mobile devices.**

# Enter Time: Page Details

The screenshot shows a mobile application interface for 'Enter Time'. At the top, there is a navigation bar with a back arrow, a clock icon, a heart icon, and a search icon. Below the navigation bar is a header section with the title 'Enter Time'. The main content area displays the following information:

- Employee Name: Jane Payroll
- Employee ID: 123456 | 0
- Department: Dept: ISS Cntr for Access PScnd Succ
- Location: Loc: UC-AVPT CAMPUS
- Hourly Rate: Hourly RT: 31.60
- Bargaining Unit: Barg Unit: UCONN UNCLASSIFIED

Below the employee information, there is a date range selector with a calendar icon, left and right arrow icons, and the text 'October 4, 2024 - October 17, 2024'. A red horizontal bar is positioned below the date range. At the bottom of the form, there is a summary row with the text 'Scheduled 70.00 | Reported 0.00'.

On each time entry option (Enter Time, Report Time and Weekly Time) job information is displayed. This is to assist employees with multiple jobs in selecting the correct timesheet.

# Enter Time: Page Details

Enter Time

Jane Payroll  
123456 | 0 | Dept: ISS Cntr for Access PScnd Succ | Loc: UC-AVPT CAMPUS | Hourly RT: 31.60  
Barg Unit: UCONN UNCLASSIFIED

October 4, 2024 - October 17, 2024

\*View By Period

Scheduled	70.00	Reported	0.00
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Submit

October 4, 2024 - October 17, 2024

The calendar and arrow icons can be used to view prior or future pay periods. *Time should not be submitted more than one pay period in the future.*

\*View By Period

Time Entry is defaulted to view by period (biweekly pay period). This is the recommended view. However, there are certain situations where viewing by week would be appropriate.

Scheduled	70.00	Reported	0.00
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Scheduled hours are displayed for employees with a defined schedule or are zero for those without. Reported hours are updated once the timesheet is submitted. **Hours must be submitted to ensure proper payment.**

# Enter Time: Time Entry

Scheduled 70.00 | Reported 0.00

Submit

Time Reporting Code	QuickFill	Override Reason Code	Row Totals	4 Fri	5 Sat	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat
				7 of 7	0 of 0	0 of 0	7 of 7	7 of 7	7 of 7	7 of 7	7 of 7	0 of 0

REG    70.00

The timesheet is defaulted with regular hours for those employees with a schedule. Additional entries can be made by selecting the “+” to add a row to enter hours and the appropriate time reporting code.

The magnifying glass icon located on the Time Reporting Code and Override Reason Code may be used to look up available values for each field.

Employees must select “Submit” to send reported hours for approval.

**Hours must be submitted to ensure timely and accurate payment!**

# Look Up Guide

When using the Look Up feature, users must expand the Search Criteria section to enter criteria.

The screenshot shows a 'Lookup' window with a 'Cancel' button at the top left. Below the title bar, it says 'Search for: Time Reporting Code'. A red box highlights the 'Search Criteria' dropdown menu. To the right, a red box highlights the 'Show Operators' button. Below the search criteria, there are two input fields: 'Time Reporting Code (begins with)' and 'Description (begins with)', each with a corresponding search button ('Search' and 'Clear'). Below the search results section, there are two icons: a grid icon and a list icon, both highlighted with a red box. The search results table has two columns: 'Time Reporting Code' and 'Description'. The first row shows 'CCAFC' and 'Combo Armed Force Caregv Comp'. The second row shows 'CCAFAE' and 'Armed Forces Com Exigency Comp'. A note on the right says 'Only the first 300 results can be displayed.' and '300 rows'.

Select Show Operators to enable more search options. This replaces the current advanced search.

This close-up shows the search criteria section with the 'Show Operators' button selected. The 'Time Reporting Code' field now has a dropdown menu with 'begins with' selected. The 'Description' field also has a dropdown menu with 'begins with' selected. The 'Search' and 'Clear' buttons are still present.

# Enter Time: Time Details

Scheduled 70.00 | Reported 70.00

Time Reporting Code QuickFill Override Reason Code

REG 70.00

Shifts may be entered by selecting Time Details icon. Changes are saved by selecting Done.

Time Details

\*Taskgroup UOC67000G University of Connecticut Override Rate

Shift 1 Day \*Eligible for Weekend Diff N Not Eligible for Weekend Diff

\*Eligible for Shift Diff N Not Eligible for Shift Diff Business Unit UNIVS Colleges and Universities

Override Reason Code Claim Number

Updated Hourly Rate Combination Code

Actions options are available on each day. It links to Time Summary, Payable Time and Add/View Comments.

October 18, 2024 - October 31, 2024

Scheduled 70.00 | Reported 70.00

Time Reporting Code QuickFill Override Reason Code Row Totals 18 Fri 7 of 7 0 of 0

REG 28.00

Actions

- Time Summary
- Payable Time
- Add/View Comments



# Comments

< Friday, Oct 18, 2024 >

Reported Status

● Reported 7.00 ● Scheduled 7.00

Submit

\*Time Reporting Code REG Quick Fill

Quantity Hours

> Time Details

Submitted 7.00 Hours

Summary Detail

Regular 7.00 Hours



Select the Comment icon to open the Time Reporting Comments page. Please note, comments cannot be deleted and should not contain sensitive or confidential information.

### Time Reporting Comments

Jane Payroll Empl ID 123456  
Job Title Business Ops Specialist 3 Empl Record 0

Date 10/18/2024 TRC REG Quantity 7.000000  
Combo Code Project ID Activity ID  
Type Category SubCat

Save Cancel

1 row

Operator Id	DateTime Created	Source	Comment
1	123456	10/24/24 9:04AM	Time Reporting

# Enter Time: Timesheet Legend

The screenshot shows the 'Enter Time' interface. At the top, there are navigation icons (back, clock, heart). Below is the title 'Enter Time'. User information includes 'Jane Payroll', ID '123456', department 'ISS Cntr for Access PScnd Succ', location 'UC-AVPT CAMPUS', and hourly rate '31.60'. The unit is 'UCONN UNCLASSIFIED'. The date range is 'October 4, 2024 - October 17, 2024'. A progress bar shows 'Scheduled 70.00' and 'Reported 0.00'. A red box highlights an information icon (i) in the bottom left corner.

The Legend provides a key to the icons and colors on the timesheet.

The 'Legend' dialog box lists the following items:

- Time Details (document icon)
- Saved (document icon)
- Approved (green checkmark icon)
- Pending Approvals (calendar icon)
- Denied (no entry icon)
- Pushed Back (back arrow icon)
- Exception (warning triangle icon)
- Absence (calendar icon)
- Reported (green square icon)
- Reported Under Schedule (red square icon)
- Reported Over Schedule (blue hatched square icon)
- OFF Day (grey square icon)

Holidays are indicated by a yellow day.

The screenshot shows a timesheet entry for '14 Mon' with a checkmark icon. A green bar indicates '7 of 7' hours. Below this, a yellow bar indicates '7.00' hours, representing a holiday.

# Leave/Comp Time

**Leave / Comp Time**



<b>Sick</b> Plan Type <b>Sick</b> Recorded Balance <b>91.75</b>	<b>Vacation</b> Plan Type <b>Vacation</b> Recorded Balance <b>397.50</b>	<b>Personal</b> Plan Type <b>Personal</b> Recorded Balance <b>0.00</b>	<b>HAUTOEXPN</b> Plan Type <b>Comp Time</b> Recorded Balance <b>21.00</b> As of Date <b>02/19/2024</b>	<b>SPUCN000N</b> Plan Type <b>Comp Time</b> Recorded Balance <b>1574.00</b> As of Date <b>07/01/2023</b>
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Available balances are no longer displayed on the timesheet. The balances can be found under the Leave/Comp Time tile.

Users may view plan details by clicking on each Leave/Comp Time type.

New Functionality: Point in time balances are displayed by pay period.

**Leave Balance**

			Vacation Balance
			397.50

**Leave Balance Details**

Accrual Date	Earned	Taken	Balance
02/22/2024	0.00	5.00	397.50
02/08/2024	0.00	2.00	402.50
02/01/2024	12.25	0.00	404.50
01/25/2024	0.00	0.00	392.25
01/11/2024	0.00	7.00	392.25

# Important Reminders

- Core-CT is available from 4 a.m. to 8 p.m. daily except for non-payweek Thursdays, when it is unavailable.
- Always sign in to Core-CT through <https://ess.uconn.edu/>
- Timesheet submission & approval deadlines can be found at [Time & Labor Home | Payroll Department](#)
- Time entered on Sunday will not be available to approve until Tuesday as Time Administration does not run on Sunday.
- Time submitted on Wednesday before pay confirm will not be processed for approval until the following pay period.